

## Message Text

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70

ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 OPR-02 L-03 A-01 SS-15 MMS-04

SP-02 SY-05 H-02 SCSE-00 SCA-01 /047 W

----- 073603

R 042040Z AUG 75

FM AMEMBASSY SANTO DOMINGO

TO SECSTATE WASHDC 4429

UNCLAS SANTO DOMINGO 3450

E.O. 111652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: (A) STATE 172353 (B) STATE 179745

### 1. INFORMATION REQUESTED REFTELS FOLLOWS:

#### SYSTEM1

- A. MEDICAL FILES AND HEALTH UNIT FILES OF STATE EMPLOYEES AND DEPENDENTS WHICH CONTAIN MEDICAL REPORTS, ADMINISTRATIVE CORRESPONDENCE RELATING TO MEDICAL CASE HISTORIES, MEDICAL EVACUATION CORRESPONDENCE, DIAGNOSIS, TREATMENT, AND FOLLOW UP OF MEDICAL CASES AND SHOT RECORDS.
- B. INDEXED BY NAME ON PAPER COPY.
- C. EXCEPT FOR MINOR TREATMENT AND SHOT RECORDS, ALL OTHER FILES OF THIS SYSTEM ARE SECURED IN A COMBINATION LOCK, TWO-DRAWER SECURITY CONTAINER.
- D. SYSTEM IS MAINTAINED AT POST UNTIL TRANSFER OR SEPARATION OF EMPLOYEE AND THEN DESTROYED.
- E. THE SYSTEM MANAGER IS THE AMBASSADOR; HE HAS DESIGNATED THE DCM AND THE ADMINISTRATIVE OFFICER TO MAINTAIN AND PRESERVE THE CONFIDENTIALITY OF THIS SYSTEM. IT IS ANTICIPATED THAT UPON ARRIVAL OF A RMO, THIS SYTEM WILL BE TRANSFERRED TO HIM.
- F. SYSTEM SOURCES INCLUDE DOCTOR AND MEDICAL TECH REPORTS, LABOARTORY EXAMINATIONS, AND INFORMATION PROVIDED BY EMPLOYEES.

#### SYSTEM 2

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A. HOUSEHOLD FURNITURE AND FURNISHINGS INVENTORIES ISSUED TO

STATE PERSONNEL.

B. INDEXED BY NAME ON PAPER COPY.

C. FILES OF THIS SYSTEM ARE CONTAINED IN FILING CABINETS WHICH ARE LOCKED DURING NON-WORKING HOURS.

D. SYSTEM IS MAINTAINED UNTIL OBSOLETE OR SUPERSEDED BY NEW INVENTORY FORMS. IT IS DESTROYED OR RETIRED PER STATE RMH.

E. THE SYSTEM MANAGER IS GHE GENERAL SERVICES OFFICER.

F. SYSTEM SOURCES INCLUDE PROPERTY AND SUPPLY UNIT EMPLOYEES OF THE GENERAL SERVICES OFFICE AND THE EMPLOYEES WHO SIGN FOR EACH INVENTORY.

SYSTEM 3

A. SECURITY FILES OF STATE EMPLOYEES AND DEPENDENTS WHICH CONTAIN PARTIAL OR COMPLETE SECURITY CASE FILES, BACKGROUND INVESTIGATIONS OR PORTIONS THEREOF, AND NAME CHECK DATA.

B. INDEXED BY NAME ON PAPER COPY.

C. ALL FILES OF THIS SYSTEM ARE STORED IN COMBINATION LOCK SECURITY CONTAINERS.

D. THE SYSTEM IS MAINTAINED UNTIL RETIRED OR DESTROYED IN ACCORDANCE WITH STATE RMH.

E. THE SYSTEM MANAGER IS THE REGIONAL SECURITY OFFICER.

F. SYSTEM OURCES INCLUDE EMPLOYEES, GODER OFFICIAL SOURCES, AND INFORMANTS.

SYSTEM 4

A. COMMISSARY MEMBERSHIP AND GASOLINE PURCHASE FILES OF STATE EMPLOYEES WHICH INCLUDE A LISTING OF TRANSACTIONS, DEPOSITS, AND REFUNDS IN DOLLARS AND PESOS OF STATE COMMISSARY MEMBERS RELATING TO MEMBERSHIP AND THE PURCHASE OF GASOLINE ON A CREDIT BASIS IN THE DOMINICAN REPUBLIC.

B. INDEXED BY NAME ON PAPER COPY.

C. FILES OF THIS SYSTEM ARE CONTAINED IN FILING CABINETS OR A SAFE WHICH ARE SECURED DURING NON-WORKING HOURS.

D. DESTRUCTION OF SUCH FILES IS DEPENDENT UPON POLICY OF THE GOVERNING COMMISSARY BOARD ACTING IN ACCORDANCE WITH 6 FAM 500 AND ACCEPTABLE ACCOUNTING PRACTICES AS PRESCRIBED BY YEARLY AUDIT.

E. THE SYSTEM MANAGER IS THE COMMISSARY MANAGER ACTING UNDER THE DIRECTION OF THE COMISSARY BOARD.

F. SYSTEM SOURCES INCLUDE EMPLOYEES, THEIR DEPENDENTS WHO ARE UNCLASSIFIED

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AUTHORIZED USE OF THE COMMISSARY FACILITY, TEXACO, AND EMPLOYEES OF THE COMMISSARY ASSOCIATION.

SYSTEM 5

A. FILE CONTAINING THE NAMES OF U.S. CITIZENS TO WHOM PASSPORTS, REPORTS OF BIRTH, AND REGISTRATION CARDS HAVE BEEN ISSUED.

B. INDEXED BY NAME ON PAPER COPY.

C. FILES OF THIS SYSTEM ARE CONTAINED IN A FILING CABINET WHICH IS

SECURED DURING NON-WORKING HOURS.

D. THE SYSTEM IS MAINTAINED UNTIL RETIRED OR DESTROYED IN ACCORDANCE WITH STATE RMH.

E. THE SYSTEM MANAGER IS THE CITIZENSHIP AND PASSPORT OFFICER OF THE CONSULAR SECTION.

F. SYSTEM SOURCES ARE U.S. CITIZENS WHO REQUIRE SERVICES DESCRIBED IN "A".

2. STATUTORY AUTHORITY FOR MAINTENANCE OF THE ABOVE SYSTEMS IS THE FOREIGN SERVICE ACT OF 1946, AS AMENDED.

3. THE FOREGOING SYSTEMS ARE MADE AVAILABLE TO THE FOLLOWING PERSONS FOR DISCHARGE OF THEIR OFFICIAL DUTIES:

SYSTEM 1 - DCM, ADMIN. OFFICER, EMBASSY NURSE AND SUBJECT EMPLOYEES;

SYSTEM 2 - GSO EMPLOYEES AND SUBJECT EMPLOYEES;

SYSTEM 3 - RSO

SYSTEM 4 - EMPLOYEES AND BOARD OF COMMISSARY ASSN. AND INSPECTORS AND AUDITORS; AND

SYSTEM 5 - CONSULAR OFFICERS

4. THE EMBASSY BELIEVES THAT, AFTER A CAREFUL REVIEW OF THE RECORDS MAINTAINED ON STATE EMPLOYEES AND/OR DEPENDENTS THEREOF, ALL SYSTEMS OF RECORDS RETRIEVABLE BY PERSONAL NAME AUTHORIZED TO BE MAINTAINED IN THE EMBASSY HAVE BEEN REPORTED HEREIN.  
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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 04 AUG 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
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**Disposition Event:**  
**Disposition History:** n/a  
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**Executive Order:** N/A  
**Errors:** N/A  
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**Locator:** TEXT ON-LINE, ON MICROFILM  
**Office:** ACTION DRC  
**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 3  
**Previous Channel Indicators:** n/a  
**Previous Classification:** n/a  
**Previous Handling Restrictions:** n/a  
**Reference:** 75 STATE 172353, 75 STATE 179745  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** ellisoob  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 18 DEC 2002  
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**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** IMPLEMENTATION OF THE PRIVACY ACT OF 1974  
**TAGS:** AINF, OGEN  
**To:** STATE  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006